



ROCK

MANAGEMENT SERVICES

Job Title	Payroll Officer
Job Overview	<p>Rock Management Services Ltd (Rock MS) is a management service provider that is looking for a new Payroll Officer to join the busy and growing team. Rock MS manages a number of clients, most of which are law firms. Our biggest client has nearly 200 staff members.</p> <p>The Payroll Officer will be responsible for the overall processing of the company's payroll from start to end, and the payroll of our clients. Currently there are 3 separate company payrolls to run on a monthly basis.</p> <p>As the business has expanded, this is a newly created role, initially starting on 2.5 days (17.5 hours) per week but with scope for this to increase over time.</p>
Roles and Responsibilities	<ul style="list-style-type: none"> • Processing of all monthly payroll changes for the company and our clients • Processing of company expenses on a monthly basis • Managing the pension schemes which includes issuing correspondence to employees. • Administering the company health care scheme – adding starters, removing leavers and processing changes. • Support the preparation of detailed monthly reports • Posting monthly payroll journals and assisting with reconciliation of control accounts • Preparation of all statutory HMRC payroll reports and returns in a timely manner • Set up all monthly salary payments • Act as the first point of contact for all payroll related queries • Handle absence compliance including sickness, holiday and parental leave • Archive and file payroll documents as required • Other benefits administration as required • Assisting with bonus processing and calculations on an annual basis • Assist with yearend tasks • Ensure GDPR compliance • Providing ad hoc general support to the finance team, as required • Any other duties as requested from the management team.
Person Specification	<ul style="list-style-type: none"> • Candidates must have experience in payroll management • Sound knowledge of payroll and finance systems • Excellent IT skills, including a good knowledge of MS Office – with particular proficiency in Excel • Exceptional levels of accuracy and attention to detail • Strong organisational skills



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	<ul style="list-style-type: none">• Strong communication skills, both written and verbal;• The flexibility to adapt to the changing needs of the organisation;• A proactive and positive "can do" approach• The ability to work as part of a team and also independently;• Demonstrable experience of working to tight timescales and deadlines• Ability to meet strict deadlines and manage multiple priorities
Salary	£25,000 per annum, pro-rata
Working hours	We are looking for someone to join us on 2.5 days a week (17.5 hours per week), the working pattern can be flexible.
Job type	Permanent - Hybrid with 1 day a week in the Kidlington office
Closing date	We reserve the right to amend the closing date or withdraw the advert without notice prior to the closing date.
Why work for Rock MS?	<p>We are a forward thinking, dynamic company, who put their clients and employees first. We are a fun and flexible firm with good opportunities for development and career progression. We expect a lot from our employees but in return we offer:</p> <ul style="list-style-type: none">• The ability to earn up to 30 days of holiday with years of service (standard holiday packages start at 21 days plus all bank holidays);• Additional paid day off on your birthday.• Ability to purchase a further 5 days of holiday each year.• Discretionary additional holiday days given at Christmas (up to a maximum of 2 days)• Flexible working schemes available to all employees.• Private medical health care with the option to add optical and dental care.• Discounted gym memberships.• Fresh fruit baskets in each office on a weekly basis.• Cycle to work scheme.• Unlimited access to online based training.• Employee assistance programme with access to physical, mental and emotional health advice & webinars, wellbeing videos and programmes, online counselling & mini health checks.
How to apply?	If you are interested in this position, or would like further information, please email recruitment@rockms.co.uk with the job title clearly stated in the subject line.